



COLLEGE POLICY

PERSONNEL

TOC

E-3i(28) POLICY Benefits for Eligible Employees: Family and Medical Leave

Notice of Eligibility Status

The College will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If an affected employee is not eligible, the College will provide a reason for the ineligibility.

The College will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the College determines that the leave is not FMLA-protected, the College will notify the employee.

Twelve Month Period

The 12-month period will be the College's fiscal year which commences on July 1 and ends on June 30 of each year.

No Negative Action

The College will not interfere with, restrain, or deny the exercise of any right provided by FMLA. Further, the College will not discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to FMLA.

Adopted Date: 08/18/2009